



faqs

"I have a production idea involving the military. Is there someone who can help me get Army assistance?"

"What can the Los Angeles Branch do for me?"

"Where is the Los Angeles Branch located?"

"What is the procedure to obtain assistance?"

"Who decides if the Army will cooperate with my production?"

"What criteria is used to determine if my production will be approved?"

"When can I expect a commitment for assistance?"

"Will Department of Defense want to review my completed project?"

"How will screen credits be handled?"

"Will I need to provide a copy of the project, still photographs and promotional material to the Army?"

"Who is and what does the project officer do? Can I get a technical advisor assigned to my project?"

"Is it possible to use active military personnel as extras in my film?"

"Can the Army help with advertising or promoting my film?"



"I have a production idea involving the military. Is there someone who can help me get Army assistance?"

The Department of the Army's Office of the Chief of Public Affairs, Los Angeles Branch (OCPA-LA), is the entertainment industry's direct liaison to the United States Army. Its primary purpose is to assist film, television, video and cd-rom game professionals in all matters relating to the United States Army. The Los Angeles Branch is staffed by experienced personnel with many years of military service who are thoroughly familiar with the industry production requirements.

"What can the Los Angeles Branch do for me?"

The personnel at the LA Branch will:

1. Act as a local, authoritative source of information about the US Army, providing authentication, verification and limited research for producers, directors, writers, property masters, wardrobe supervisors, film editors, etc.
2. Provide assistance and advice to scriptwriters during initial writing phases; review rough drafts or treatments and suggest changes prior to script finalization.
3. Arrange for and coordinate the use of Army equipment and supplies not commercially available.
4. Coordinate requests for US Army stock footage.
5. Arrange for and coordinate with Army installations or properties for location filming.
6. Coordinate requests for personal appearances of US Army personnel.

"Where is the Los Angeles Branch located?"

We can be reached at:

U.S. Army Office of the Chief of Public Affairs,
Los Angeles Branch
10880 Wilshire Boulevard Suite 1250
Los Angeles, California 90024-4101
Phone: (310) 235-7621
FAX (310) 235-6075
e-mail: rossak@earthlink.net

"What is the procedure to obtain assistance?"

1. You will need to send a letter on production company letterhead to this office stating your proposal to produce a specific entertainment project. This letter should include your production company's credits or "pedigree" and a synopsis of the story identifying any potential benefits to the Departments of the Army and Defense for assisting in the project. Additionally, the letter should identify your "first blush" Army equipment, personnel and location requirements. Lastly, identify the general time frame in which you wish to proceed (expect a six to ten week delay from the date you initiate correspondence before Department of



Making Movies Guide

"May I film on Army property if my project does not depict the Army?"

"Will the Army review my project to point out errors without my seeking official assistance?"

"Does a TV series or documentary production require the same approval process?"

"What are my financial responsibilities to the government?"

"I only need stock footage. Is it available?"

"My project is still in development. Do I need to go through the approval process for research access to stock footage?"

"What is the process for buying stock footage?"

"May I re-use footage shot or purchased for this production on subsequent projects?"

"What is a Production Agreement?"

information

U.S. Department of Defense Revocable License Agreement

DoD Requirements List for "Title of Project"

Use of Department of Defense Property for Filming

Installations Where No Script Review is Required

Defense approval is received).

2. You must also submit a copy of your script. Once the script is reviewed and determined appropriate for forwarding to Washington, additional copies will be required. After your project is forwarded for approval, it will be reviewed by other Department of the Army agencies to determine historical accuracy, feasibility, etc. Copies of the script will be sent to the Department of Defense with comments and recommendations for Army assistance.

3. The Office of the Assistant Secretary of Defense (Public Affairs) will review the material submitted, and will have the final word on whether or not the Department of Defense will provide assistance to a project.

4. If Department of Defense assistance is granted, a project officer will be appointed to work with your production. You will also be required to sign a production agreement.

5. You may be required to provide a cash advance to cover reimbursement of government expenses incurred by military units supporting your project. The Army's project officer will determine this amount, based on your equipment and personnel requirements. Your check will be deposited into an escrow account established by the project.

6. Remember you need to allow extra time for approvals if your story involves other military services or government agencies.

"Who decides if the Army will cooperate with my production?"

The Los Angeles Branch will coordinate your request with the Army staff. Then we will forward the request to the Army's Office of the Chief of Public Affairs, which will provide a recommendation to the Department of Defense. Final approval of all requests for military assistance (regardless of the branch of service), rests at the Department of Defense's Office of the Assistant Secretary of Defense (Public Affairs), Special Assistant for Audio-Visual. Remember, although Department of Defense is the final approval authority, the Special Assistant for Audiovisual will not act on your request without a recommendation from the Department of the Army. Therefore, calling the Los Angeles Branch is the first action you should take to get approval.

"What criteria is used to determine if my production will be approved?"

The following criteria are used to judge the possibility of fully supporting entertainment industry requests. The production must benefit the Department of Defense or otherwise be in the national interest based on the following factors:

1. The production must help increase public understanding of the Armed Forces and the Department of Defense.
2. The production should help Armed Forces' recruiting and retention programs.
3. The production must be authentic in its portrayal of persons, places, actual military operations or historical events. Fictional portrayals must depict a feasible interpretation of military life, operations and policies.
4. The production should not appear to condone or endorse activities by private citizens or organizations which are contrary to US Government policy.
5. The producer must agree to sign and abide by the production agreement and DOD15410.16 (you will receive copies of both documents early in your coordination).
6. Assets requested must be available when required.

"When can I expect a commitment for assistance?"

Department of Defense commitments will be made only after:

1. both the script and the requirements list have been approved;
2. the producer has indicated a distribution arrangement or has demonstrated capability to complete the production;
3. and upon completion of the written Production Agreement, that formalizes the relationship between the production company and the Army.

"Will Department of Defense want to review my completed project?"

When the Department of Defense has provided equipment, location, and/or personnel support to a project, the completed production must be submitted for official Department of Defense screening in Washington, D.C., prior to public release and preferably before the print is locked.

“How will screen credits be handled?”

Upon receipt of your notification of completion of principal photography, the project officer will suggest appropriate names and wording to be used in the credits. The credit title will be confirmed for final use only after the film has been officially reviewed and approved.

“Will I need to provide a copy of the project, still photographs and promotional material to the Army?”

Yes, when Department of Defense has assisted on a production, you will be obliged to furnish, on request, prints or duplication material. A minimum of five copies of the video release of the project will also have to be supplied to the Army. This material will only be used for historical purposes or for internal information. This material will not be used by Department of Defense to compete with commercial exhibition.

“Who is and what does the project officer do? Can I get a technical advisor assigned to my project?”

Usually the project officer can act as the technical advisor. On matters that require a special skill, however, a technical advisor may be called in, if requested by the production company and when considered to be in the best interest of the Department of Defense. The project officer will make the arrangements for the technical advisor's arrival, but, like the project officer, all expenses, to include travel, housing, and per diem, will be met by the production company.

“Is it possible to use active military personnel as extras in my film?”

- **Active** duty personnel may appear in your film, but they must do so on a voluntary basis, while in a non-duty status, and at no cost to the government. They can be hired individually as extras and in accordance with the current and local industry standards. The Los Angeles Branch can help notify soldiers that the production company needs extras but it cannot arrange for them to be hired.
- Soldiers who are hired as extras must meet the standard Department of Defense height and weight, grooming, appearance and military courtesy standards; those failing to do so may be told to leave the set by the project officer.
- Soldiers performing their standard duty may be used as background if it does not interfere with their duties. Soldiers doing their physical fitness training, driving vehicles, marksmanship training, or marching are examples of this.

“Can the Army help with advertising or promoting my film?”

You will need to submit a storyboard or script for any promotion or commercial requiring Army assistance through the Los Angeles Branch to the Department of the Army. There can be no implied endorsement by the Army of your product in your ad. Only requests from productions receiving full support from the Departments of the Army and Defense will be considered.

“May I film on Army property if my project does not depict the Army?”

If your project does not depict the Army, the only posts you might be able to film on are those that are on the Base Realignment and Closure List, or the BRAC list. Leases to film at BRAC sites will be handled through the Association of Film Commissioners, International (AFCI) member in whose jurisdiction that post is located.

“Will the Army review my project to point out errors without my seeking official assistance?”

The Army can provide courtesy assistance to your project. The main difference between full and courtesy assistance is that we cannot provide access to facilities, equipment or personnel for filming unless a project is approved for full support. With courtesy assistance, we will review your script and point out errors that you may or may not want to correct. We can also advise you on the correct types of equipment to use and the markings for them. If you would like, and we have the time, we may be able to visit the set to provide some assistance.

“Does a TV series or documentary production require the same approval process?”

1. Proposals for television series must include objectives and format of the series and story treatment, or other evidence of overall series content. Each episode must still qualify individually under provisions of the basic policy. A specific plan to expedite review of scripts and film will be arranged.
2. When scripts for documentaries are not prepared until footage is finally assembled, the producer will submit a production proposal, which includes a full treatment or shooting outline and list of specific support requested. Upon project approval, the producer will be authorized to proceed with the filming of military scenes and selection and purchase of stock footage, provided he or she agrees to submit the script and a copy of the completed production to the LA Branch prior to public release.

“What are my financial responsibilities to the government?”

1. The production company will be billed only for those expenses that are considered to be additional expenses to the government. In no way can the taxpayer finance entertainment projects. The following are generally considered to be reimbursable costs:

- Petroleum, oil and lubricants for equipment used.
- Resultant depot maintenance.
- Expendable supplies.
- Travel and per diem.
- Civilian overtime.
- Replenishment spares.
- Lost or damaged equipment.
- Commercial power or other utilities for facilities kept open beyond normal duty hours, or in such cases where the production company's consumption of utilities is significant.
- Costs incurred in diverting or moving equipment to a specific location to support production requirements.
- All flying hours associated with production company requirements, except when missions coincide with and can be considered legitimate operational and training missions.
- Military manpower costs for National Guard or Reserve personnel assigned to production support (such as drivers and pilots).

2. Additionally, the production company is responsible for insuring that all Army equipment and facilities used are restored to their original, or better, condition.

3. All charges will be compiled by the military installation furnishing Army assets and monitored by the assigned project officer, who will provide them to the Production Company. Payment will be made from the production company's cash advance that has been placed into an “escrow” account by the project officer. If more money is needed, the production company will be notified by the project officer and the money will be transferred to the escrow account. Any money left in the account after all bills have been paid will be forwarded back to the production company by the project officer.

4. If the command providing support agrees, the escrow account can be waived and payment can be made after the support is given.

5. The project officer has 45 days after principal photography is completed in which to consolidate the bills and forward them to the production company.

6. The production company will pay for all transportation and billeting needs of the project officer. To ensure rapid communications with decision-makers are possible, the project officer should travel with and be billeted with the film's producer. Per diem for Army personnel is non-taxable. The production company will also make the same arrangements for any technical adviser requested by either Department of Defense or the production company, and the Department of Defense Special Assistant for AudioVisual.

7. Beyond operational expenses, the production company will not be charged for asset usage (i.e. rental and/or depreciation factors).

“I only need stock footage. Is it available?”

Department of Defense motion picture and video footage is available for purchase when a production qualifies for assistance. Remember, any costs incurred in connection with the selection, processing and shipment of stock footage will be your responsibility.

“My project is still in development. Do I need to go through the approval process for research access to stock footage?”

Conceptual support access may be granted by the Los Angeles Branch upon receipt of a letter stating that you are conducting research for a project and that you will not copy or use footage in your possession for any purpose other than research. Remember, this is not project approval. You will still have to go through the approval process once your script is complete.

“What is the process for buying stock footage?”

1. You should submit a request in writing to the Los Angeles Branch. The request should state the reason the footage is needed and the subject matter of footage desired. If the request is for footage to be used for historical purposes only, for example, as background for a news story, approval can be granted by the Los Angeles Branch Chief.

2. If you are looking for footage which will be included in a feature film, you must:

- Send a letter, to the Los Angeles Branch, requesting access to the Defense Visual Information Center (DVIC).
- Once approved, you will need to arrange for your representative to visit the DVIC, to research, select and purchase the required footage. It is located at March Air Force Reserve Base in Riverside, California.

◦ The DVIC is a Defense Contract Agency; therefore, public requesters are charged \$100.00 minimum which is nonrefundable. This charge includes two hours of research with the researcher. A charge of \$43.00 per hour will be assessed for research beyond the first two hours. Duplication charges apply as well. The DVIC staff can explain the fee schedule to you.

◦ The DVIC has transferred most of its material prior to Vietnam to the National Archives in Washington D. C.; you will have to contact them directly.



“May I re-use footage shot or purchased for this production on subsequent projects?”

1. Motion picture footage shot with Department of Defense assistance and official Department of Defense footage released for a specific production are not to be used for other productions without approval.
2. It is your responsibility to ensure that stock footage obtained from the DVIC is used only in conjunction with the production specified, unless specific approval for additional usage has been obtained from the Departments of the Army and Defense.
3. Edited motion picture footage from completed productions and from animation will not be released except by special authorization from the Department of Defense. Requestors will be required to furnish letters of indemnification on certain categories of material when the original source cannot be determined.

“What is a Production Agreement?”

The main points of a production agreement are:

- The Department of Defense (DoD) will appoint a project officer to the production who will coordinate military support for the production company and will verify that depictions conform to the approved script.
- The production company agrees to consult with the project officer if there are changes to the agreed-upon script.
- The operational capacity and readiness of the military may not be impaired by the support provided.
- There will be no deviation from DoD safety standards.
- The production company will not damage or impair the appearance of DoD property and will restore property used for the production to the same condition, or better, in which it was made available.
- The production company agrees to indemnify and hold harmless the Department of Defense, its agencies, and personnel for any injury or damage to its personnel or equipment or agencies that occur on or with DoD property, unless it is determined to be caused by the negligence of DoD personnel and/or property.
- The production company agrees not to reuse or sell any footage shot or provided through the cooperation of the Department of Defense without the DoD's approval.
- The production company agrees to provide an advanced screening of the production to the Department of Defense in Washington D. C.
- The production company agrees to provide appropriate military credits at the end of the film.
- The production company agrees to provide videotapes, posters, photos and media material to the Department of Defense for historical purposes.

U.S. DEPARTMENT OF DEFENSE REVOCABLE LICENSE AGREEMENT

License No. SAPA-LA XXX-XX

The United States Department of Defense (hereinafter referred to as “DOD”), acting on behalf of the United States of America, hereby agrees with (NAME OF PRODUCTION COMPANY, ADDRESS OF PRODUCTION COMPANY), (hereinafter referred to as “the production company”), subject to the provisions herein, for the assistance itemized immediately below, to be rendered in conjunction with the production of a feature film known at this time as “(NAME OF THE MOVIE).” LIST OF MILITARY RESOURCES TO BE PROVIDED IN SUPPORT OF PRODUCTION.

This agreement is subject to immediate revocation due to non-compliance with the terms herein, with the possible consequence of the temporary suspension or permanent withdrawal of the use of some or all of the above military resources identified to assist this project. The production company will be given written notice by the DOD Project Officer of non-compliance.

It is agreed between DOD and the production company as follows:

1. The DOD Project Officer, (AS DETERMINED), Technical Advisor, is the official on-site DOD representative responsible for ensuring that the terms of this license are met. The DOD Project Officer will be present each day the military is depicted during the production phase. The production company agrees to consult with the DOD Project Office in all phases of pre-production, production and post-production that involve the military or depict the military.
2. DOD has approved military assistance as in the best interest of the DOD, based on the (DATE OF APPROVED SCRIPT) version of the script. The production company must obtain, in advance, concurrence from DOD for any subsequent material changes to the military depictions made either to the picture or the sound portions of the picture. The production company is to advise the DOD Project Officer of these changes, including those that may be made during post-production.
3. The operational capability and readiness of the Armed Forces will not be impaired. Unforeseen contingencies affecting national security or other emergency circumstances such as disaster relief may temporarily or permanently preclude the use of military resources.



Making Movies Guide

4. There will be no deviation from established DOD safety standards. Such standards and compliance therewith will be coordinated by the Department of Defense Project Officer. DOD agrees to provide the production company advance notice of such safety or conduct standards upon request by the production company.

5. All DOD property damaged or used by the production company and all DOD facilities damaged or used by the production company in connection with the production will be restored by the production company to the same or better condition as when they were made available for the production company's use.

6. The production company will reimburse the Government for any additional expenses incurred as a result of the assistance rendered for the production "(NAME OF THE MOVIE)." The production company agrees to post advance payment or a letter of credit in the amount estimated to comprise the total additional DOD expenses. The payment or letter of credit will be submitted to the military component(s) designated to provide the assistance, or to another DOD activity, as deemed appropriate by DOD.

- DOD agrees to provide a statement of charges assessed by each installation or DOD component providing assets to assist in the production within 45 days from the end of the month in which photography is completed. Reimbursements are to be restored to each specific account from which they are drawn to assist the production.

- The production company will be charged for only those expenses that are considered to be additional costs to DOD, in excess of those that would otherwise have been incurred, such as fuel, resultant depot maintenance, expendable supplies, travel and per diem, civilian overtime, and lost and damaged equipment. The production company will also be charged with the travel, housing and per diem expenses for the DOD Project Officer and the DOD Special Assistant for AudioVisual.

- If the final aggregate of such costs and charges is less than the amount posted, DOD agrees to remit the exact amount of the difference.

7. As a condition of DOD assistance, the production company agrees:

- To indemnify and hold harmless DOD, its agencies, officers, and employees, against any claims (including claims for personal injury and death, damage to property, and attorney's fees) arising from the production company's possession or use of DOD property in connection with this production of "(NAME OF THE MOVIE)"; but shall not in any event indemnify or hold harmless the DOD, its agencies, officers and/or employees from and/or against any claims arising from defects in DOD property and or negligence on the part of the DOD, its agencies, officers and/or employees;

- To maintain, as its sole expense, insurance in such amounts and under such terms and conditions as may be required by DOD to protect its interests in the property involved; and

- To provide proof of adequate industry standard liability insurance.

- The policies listed on the Certificate of Insurance dated (DATE OF THE POLICY) for (NAME ON THE POLICY) are deemed adequate for the foregoing purposes.

8. Further, the production company will:

- Not damage or impair the appearance of DOD property;

- Not carry onto DOD property any narcotics, hallucinogenic, or other controlled substance; or alcoholic beverage without prior coordination with the DOD Project Officer;

- Not carry on to DOD property any real or prop firearms, weapons, or explosives or any special effects devices or equipment which cause or simulate explosion, flashes, smoke, flares, fire, loud noises, etc, without prior approval from the DOD project officer;

- Comply with all local, state and federal environmental laws concerning the use and disposal of hazardous materials.

9. For any additional military assistance required beyond those previously identified in the DOD Requirements List, the production company must obtain prior approval from the DOD Project Officer, who will coordinate such requirements with the DOD and military component(s) involved.

10. Footage shot with DOD assistance and DOD footage released for this production will not be reused for or sold for use in other productions without DOD approval. The foregoing shall not prohibit the production company from exploiting the production from any and all ancillary markets, now known or hereafter devised (including, without limitation, television, home video and theme parks) or from using clips in promotional material relative thereto.

11. The production company agrees to screen military footage for the DOD Project Officer, to review edited military sequences with the DOD Project Officer, and to provide the DOD Project Officer with a viewing of the roughly edited, but final version of the production at a stage in editing when changes can be accommodated, but only to the extent required to allow the DOD to confirm that the tone of the military sequences substantially conforms to the scripted sequences, approved by the DOD. The production company will also provide an official DOD screening of the production in Washington, D. C., prior to the public exhibition of the production.

12. The production company agrees to place a credit in the film acknowledging the military assistance provided. Such acknowledgement(s) shall be in keeping with industry customs and practices.

13. The production company agrees to provide a minimum of five copies of still photos, posters, press kits, and other promotional materials for historical purposes in documenting DOD assistance to the production, and for possible news coverage in DOD-affiliated media. DOD ENG teams are authorized for coverage to DOD affiliated organizations.



Making Movies Guide

14. The production agrees to provide a minimum of five videocassette copies of the completed production to DOD for historical purposes, when such videocassettes become available either for internal production company purposes or when they are distributed commercially. DOD agrees not to exhibit these productions, and to copy clips from them only for internal information purposes. DOD shall be responsible for actor, or other third party clearances or payments required in connection therewith, if any.

15. Official activities of military personnel in assisting the production must be within the scope of normal military activities, with the exception of the DOD Project Officer and assigned official Technical Advisor(s). Military personnel in an off-duty, nonofficial status may be hired by the production company to perform as actors, extras, etc, provided there is no conflict with existing Service regulations. In such cases, the following applies:

- Contractual arrangements are solely between those individuals and the production company; however, they should be consistent with industry standards;
- Military personnel shall comply with standards of conduct regulations in accepting employment;
- The production company is responsible for any disputes with unions governing the hiring of nonunion actors or extras;
- While portraying military personnel in the production, these individuals will adhere to military standards of safety, bearing and conduct. DOD has the right to terminate the employment in the event that disagreement regarding the military aspects of their portrayals cannot be resolved in negotiation.

16. Should the production company desire, donations may be made to morale, welfare and recreation funds of the military unit(s) involved. These donations must be coordinated through the DOD Project Officer. Donations of this kind are not at all required and are not in any manner a consideration in the determination of whether or not a production should receive DOD assistance.

17. The undersigned parties warrant that they have the authority to enter into this agreement and that the consent of no other party is necessary to effectuate the full and complete satisfaction of the provisions contained herein.

18. This license consists of six pages and enclosures; each page will be initialed by the undersigned DOD and production company representative. All rights of every kind in and to all photography and sound recordings made hereunder shall be solely owned in perpetuity by the production company and any licensee or assignee ("Successor") of the production company, and DOD shall not have any right of action, including, without limitation, any right to injunctive relief against the production company or its successor and/or any other party arising out of use or non-use of said photography and/or sound recordings.

FOR THE DEPARTMENT OF DEFENSE

(PROJECT OFFICER)
(RANK, BRANCH)
DOD Project Officer
Department of the Army
Office of the Chief of Public Affairs,
Los Angeles Branch
10880 Wilshire Blvd, Suite 1250
Los Angeles, CA 90024-4101

FOR (THE PRODUCTION COMPANY)

(NAME OF THE PRODUCER)
Producer
(THE PRODUCTION COMPANY)
(ADDRESS OF THE PRODUCTION COMPANY)

DoD REQUIREMENTS LIST for "Title of Project"

Material and Personnel Requested	To Be Used In Scene #	Location Items Will Be Used	Description of Action	DoD Estimated Costs (Filled out by OCPA-LA)



Use of Department of Defense Property for Filming

Entertainment-Oriented Motion Pictures, Commercials, and Television Programs at Base Realignment and Closure (BRAC) Sites. The following guidance covers the permit, license, or lease of Department of Defense property at BRAC sites for the production of non-government, entertainment motion pictures, commercials, and television programs. Department of Defense Instruction (DODI) 5410.16 will continue to be the policy for filming at active installations and when military assistance has been requested by the production company.

Requesting a Location

Requests for access to BRAC property for film production purposes should be submitted by the production company to the Local Redevelopment Authority (LRA) for the installation. If necessary, the Base Closure and Community Reinvestment Office (BCCR) can provide information regarding the LRA to the production company and can assist a production company with finding an installation that suits its needs. Contact Jennifer Atkin and Bryant Monroe at the BCCR; their number is (703) 604-2400. If no LRA has been established for the installation, such requests should be submitted to the installation commander, site manager, or caretaker officer, as appropriate, for the installation.

Script Review and Approval Requirements

Totally Closed Bases:

The Department encourages effective base reuse, and to support this goal has determined that the script review requirements for filming at BRAC installations differs from those for filming at active installations. Generally, no script review or approval is required for productions being filmed at installations that have closed. A list of installations where no script review is required has been jointly developed by BCCR and the Office of the Assistant Secretary of Defense for Public Affairs (OASD(PA)) (attached). Requests for a site-specific review should be forwarded to BCCR, who'll coordinate the request with the OASD (PA). For productions to be filmed at installations on this list, the U.S. Army is authorized to allow access to the installations without any form of prior approval from either DoD or the Chief of the U.S. Army Office of the Chief of Public Affairs.

BRAC Installations Not Yet Closed:

For productions to be filmed at BRAC installations not yet closed, the production company should provide a copy of the script to the Department of the Army's Office of the Chief of Public Affairs, Los Angeles Branch (OCA-PA-LA). If OCA-PA-LA determines that the script does not contain military content, no script approval is required.

Military content is defined as any depiction of U.S. military personnel (including civilian employees of the Department of Defense), equipment and operations unless the depiction is innocuous and incidental to the productions.

OCA-PA-LA is expected to complete the initial review with 2 to 3 weeks for feature motion picture and television programs, and within 7 to 10 days for commercials. Notification of the determination regarding military content will be provided to the production company with a courtesy copy to the LRA. If OCA-PA-LA determines that the script contains military content, script approval is required before filming can proceed. In these cases, script review and approval of military production assistance will be conducted in accordance with established procedures.

To expedite the process, the LRA is authorized to make an initial determination regarding military content, and work with the Army and/or the production company to complete the permit, license, or lease procedures while the formal script review and approval processes are underway. Production cannot proceed until OCA-PA-LA has made a formal determination.

Access to property at closing and realigning installations for film purposes can be granted by the U.S. Army by either a permit, license, lease, or combination thereof. Such action should be taken in accordance with customary DoD real estate policy and procedures including DoDI 4165.67 and the Base Reuse Implementation Manual (DoD 4165.66-M). Generally, the U.S. Army will license or lease property to the LRA having jurisdiction over the property. The LRA will, in turn, sublicense or sublease the property to the production company. If the LRA is not yet organized or prefers not to assume a license or lease, the U.S. Army may license or lease directly to the production company.

For More Information

Questions regarding this policy should be referred to Phil Strub, the Special Assistant for Audiovisual (OASD (PA)), who can be reached at (703) 695-2936, or Jennifer Atkin and Bryant Monroe (BCCR), at (703) 604-2400.



Making Movies Guide

Installations Where No Script Review is Required Includes Major Sites That Have Closed

NS Mobile, AL
Eaker AFB, AR
Williams AFB, AZ
Castle AFB, CA
Fort Ord, CA
George AFB, CA
Hamilton AAF, CA
Hunters Point NSY, CA
Long Beach NH, CA
Long Beach NS, CA
Mare Island NSY, CA
Mather AFB, CA
Norton AFB, CA
NTC San Diego, CA
Oakland NH, CA
Presidio of San Francisco, CA
Sacramento AD, CA
Lowry AFB, CO
*Homestead AFB, FL
Agana NAS, GU
Chant AFB, IL
Fort Sheridan, IL
Glenview NAS, IL
Fort Benjamin Harrison, IN
Jefferson Proving Ground, IN
Lexington AD, KY

AMTL Watertown, MA
*Fort Devens, MA
Loring AFB, ME
K.I. Sawyer AFB, MI
Wurtsmith AFB, MI
*Richards-Gebaur ARB, MO
*Pease AFB, NH
Fort Wingate, NM
NS New York, NY
Plattsburgh AFB, NY
DESC Dayton (Gentile AFS,), OH
Newark AFB, OH
*Rickenbacker AFB, OH
Philadelphia Naval Base, PA
NAWC Warminster, PA
NCBC Davisville, RI
Charleston Naval Base, SC
Myrtle Beach AFB, SC
Bergstrom AFB, TX
NAS Chase Field, TX
Tooele AD, UT
Cameron Station, VA
HDL Woodbridge, VA
Camp Bonneville, WA
NS Puget Sound (Sand Point), WA
England AFB, LA

*Significant military training, operations, and family billeting will continue into the immediate future. The Department will require script review for productions filmed at these installations only if the production company intends to film on the part of the installation where military activities are occurring and/or the production company will be photographing military personnel or interfering with their operations.